



Department of General Services
Procurement Division
707 Third Street, 2nd Floor
West Sacramento, CA 95605-2811

State of California
Western States Contracting Alliance
Master Price Agreement
User Instructions

CONTRACT NUMBERS:	7-08-70-13 (State of Utah AR-233)
CONTRACTOR:	CISCO SYSTEMS, INC.
PRODUCTS/SERVICES:	Cisco Networking Communications and Maintenance
CONTRACT TERM:	06/01/2008 through 05/31/2010
DISTRIBUTION LIST:	POSTED ELECTRONICALLY ON DGS/PD/WSCA INTERNET WEB PAGE

The most current User Guide and California General Provisions, products and/or services and pricing are included herein. All purchase orders issued under this contract incorporate the following User Guide and California General Provisions. This User Guide incorporates changes to negotiated discount offerings and the Fulfillment Partner contact list.

SIGNATURE ON FILE
SKIP ELLSWORTH, MANAGER, MULTIPLE AWARD PROGRAM

7/1/08
Effective Date

**WESTERN STATES CONTRACTING ALLIANCE (WSCA)
CISCO EQUIPMENT AND SERVICES
USER INSTRUCTIONS**

1. OVERVIEW

The purpose of this WSCA Master Price Agreement is to provide a purchasing vehicle for Cisco Networking Equipment and Maintenance Services for all State Agencies and local government agencies, which is any city, county, district or other governmental body empowered to spend public funds per California Public Contract Code Section 12110.

While the State of California makes this WSCA Master Price Agreement available to local governmental agencies, each local agency should make its own determination of whether using this WSCA Master Price Agreement is consistent with its procurement policies and regulations.

2. STATE OF CALIFORNIA, PROCUREMENT DIVISION, CONTACT

Department of General Services, Procurement Division
Multiple Award Program - WSCA
707 Third Street, 2nd Floor
West Sacramento, CA

Contact: Joyce Griffin
Phone: 916/375-4576
Fax: 916/375-4663
E-Mail: joyce.griffin@dgs.ca.gov

3. WSCA CONTRACT INFORMATION

See Attachment A for Cisco contract information and Attachment C for a list of Cisco Fulfillment Partners and each partner's contact information.

4. WSCA BASE CONTRACT

This WSCA contract is based on some or all of the products and/or services and prices from WSCA Cisco Networking Communications and Maintenance Master Agreement, **State of Utah # AR-233**. See Guidelines/Rules below for any limitations.

A copy of the actual WSCA Master Agreement is available on the Internet at:

http://www.aboutwsca.org/contracts/DataComm2_Cisco.cfm

5. CONTRACT TERM

The contract term for the California Participating Addendum is **06/01/2008** through **05/31/2010**.

6. GUIDELINES/RULES

- a. This Participating Addendum is for equipment and associated services (primarily maintenance) for which Cisco has an assigned SKU number. **Cisco authorized services, other than for maintenance, cannot exceed 10% of the total order amount.**

PLEASE NOTE: Non-exempt state agencies are PROHIBITED from procuring Voice Over Internet Protocol (VoIP) equipment and/or services from this Cisco Equipment and Services WSCA contract, unless an exception is requested and approved by the Department of Technology Services (DTS). A Mandatory Statewide Contract exists for VoIP on the CALNET 2 Master Services Agreement #3 (MSA 3). The CALNET 2 MSA 3 is the MANDATORY vehicle to be used by non-exempt state agencies to acquire network based voice services for Call Centers and Advance Communication Platforms, and all VoIP related procurements.

**WESTERN STATES CONTRACTING ALLIANCE (WSCA)
CISCO EQUIPMENT AND SERVICES
USER INSTRUCTIONS**

The CALNET 2 contract is managed by the Department of Technology Services (DTS) Statewide Telecommunications Network Division (STND). If a non-exempt State Agency wishes to procure customer premise equipment (CPE) based on the Call Manager and Advance Communication VoIP platform offerings from WSCA, they will need to get an exemption from DTS-STND. Please go to the CALNET 2 website at <http://www.calnet.ca.gov/> for detailed CALNET 2 contract information and DTS-STND contact information.

- b. Equipment maintenance is purchased on an annual basis and can be ordered for multiple years to obtain deeper discounts. Service terminations effected prior to the end of the full contracted period (i.e., 1-yr, 2-yr, or 3-yr), except for non-funding, will not result in any refund of monies paid/owed (although credits may be arranged in certain circumstances). Agencies that require the ability to cancel service commitments with 30 days written notice should consider the Network Services MSA at <http://www.pd.dgs.ca.gov/masters/network.htm>.
- c. Ordering state agencies must follow all applicable state mandated guidelines, e.g., State Administrative Manual, Management Memos, Agency Directives, Purchasing Authority Manual Vol. 3 and California Codes.
- d. State and local government agency use of WSCA contracts is optional. A local government is any city, county, city and county, district or other local governmental body or corporation, including UC, CSU, K-12 schools and community colleges, that is empowered to expend public funds.

7. DOLLAR THRESHHOLDS (Local Governments are Exempt)

- WSCA Program Limitation: no dollar limit on orders.
- All orders are subject to the most current Management Memo (currently MM 08-05 including supplements), or whichever Management Memo is in effect at the time a purchase order is issued. Go to DGS/PD web site www.dgs.ca.gov/pd to obtain a copy of the most current Management Memo.
- Orders of \$100,000 or less require only one quote. Orders over \$100,000 require a minimum of three quotes. Fulfillment Partners are listed in descending order and alphabetically by most favorable discounts. NOTE: Agencies can solicit additional quotes at any dollar level at their discretion.

8. PRICING

See Attachment B for minimum discount and savings by fulfillment partners. Note: Higher discounts on large orders are a distinct possibility. You are encouraged to solicit more than the required three quotes in these instances.

9. EXECUTING THE PURCHASE ORDER

THE [WSCA/STATE OF CALIFORNIA](#) CONTRACT NUMBER MUST BE SHOWN ON THE PURCHASE ORDER.

State agencies shall use a Contract/Delegation Purchase Order (Std. 65) for purchases and services.

Local governments shall, in lieu of the State's Purchase Order (Std. 65), use their own purchase order document.

Electronic copies of the State Standard Forms can be found at the Office of State Publishing web site: <http://www.dgs.ca.gov/osp> (select Standard Forms). The site provides information on the various forms and use with the Adobe Acrobat Reader. Beyond the Reader capabilities, Adobe Acrobat advanced features may be utilized if you have Adobe Business Tools or Adobe Acrobat 4.0 installed on your computer. Direct link to access the Standard Form 65:

**WESTERN STATES CONTRACTING ALLIANCE (WSCA)
CISCO EQUIPMENT AND SERVICES
USER INSTRUCTIONS**

<http://www.osp.dgs.ca.gov/StandardForms/Fill+and+Print+Standard+eForms.htm>

The ordering agency defines the goods and related services needed and contacts the fulfillment partner for discounts and pricing. Then the ordering state agency completes a Form 65 (Contract/Delegation Purchase Order), including all pertinent information for each individual order issued against the Agreement and sends the Form 65 to the selected Cisco Fulfillment Partner. Please note that shipment of equipment is FOB Destination.

NOTE: To access the Cisco price catalog, go to www.cisco.com and register for a user id and password. To access the WSCA index page for the California WSCA (shown under the "ordering" link), send an email request to Cisco. Access is usually granted within an hour. Once you have access, you may click on the WSCA link from the "Ordering" page, select the state (bottom of page), and click on "download our Cisco Global Price List" under Pricing and Discount Information. From there you can view and download a copy of the latest price list.

You may print a copy of the contract terms and conditions, the Participating Addendum, and a copy of the e-quote from your order to retain in your files. It is not necessary to provide a copy of each page to DGS. Additionally, it is not the contractor's responsibility to provide this information to you.

10. ON-LINE ORDERING

The following Fulfillment Partners offer online ordering:

CDW Government, Inc.
Evolve Technology Group
IBM
Quest Media & Supplies, Inc.

If interested, contact the supplier representative to discuss setting up an online ordering website for your agency. State agencies must still provide a copy of the ordering document to the Department of General Services, Procurement Division. **(Local Governments are Exempt).**

11. PURCHASE ORDER DISTRIBUTION

For state agencies, copies of the STD. 65 with original signatures must be sent to the Cisco Fulfillment Partner, State Controller and Department of General Services, Procurement Division. For local agencies, copies of purchase orders are not required.

Department of General Services
Procurement Division
Data Entry Unit-Second Floor North
P.O. Box 989052
West Sacramento, CA 95798-9052
IMS: Z-1

State Controller's Office
3301 C Street, Room 404
Sacramento, CA 95814
Attn: Audit Unit

12. PAYMENTS AND INVOICES

a. Payment Terms

See Attachment A (WSCA Contract Ordering Information), Attachment B (Partners Ranked by Discount Per Category) and Attachment C (Partner Authorization List) for Payment Terms. Purchase Orders and payment will be made directly to the Fulfillment Partners.

**WESTERN STATES CONTRACTING ALLIANCE (WSCA)
CISCO EQUIPMENT AND SERVICES
USER INSTRUCTIONS**

Payment will be made in accordance with the provisions of the California Prompt Payment Act, Government Code Section 927 et. seq. Unless expressly exempted by statute, the Act requires state agencies to pay properly submitted, undisputed invoices not more than 45 days after (i) the date of acceptance of goods or performance of services; or (ii) receipt of an undisputed invoice, whichever is later.

b. Payee Data Record (Std. 204)

Each state accounting office must have a copy of the appropriate Payee Data Record (Std. 204) in order to process payment of invoices. Agencies should forward a copy of the Std. 204 to their accounting office(s). Without the Std. 204, payment may be unnecessarily delayed.

13. TERMINATION

The Department of General Services may terminate the Participating Agreement in its entirety upon thirty (30) days prior written notice. In addition, ordering agencies may cancel their order if such cancellation is received by Cisco at least ten (10) days prior to the scheduled order shipment date. The preceding does not affect the termination clause of the WSCA Master Price Agreement concerning failure to perform or upon mutual consent.

14. DGS ADMINISTRATIVE FEE

The agency will not be charged the DGS Administrative fee and agencies will not be invoiced by the contractor for the use of this contract.

**WESTERN STATES CONTRACTING ALLIANCE (WSCA)
CISCO EQUIPMENT AND SERVICES
USER INSTRUCTIONS**

ATTACHMENT A

WSCA CONTRACT ORDERING INFORMATION

Contractor Name	Cisco Systems Inc.
Contract Number	7-08-70-13
Contract Term Dates	6/01/08 to 5/31/10
WSCA Master Agreement	http://www.aboutwsca.org/contracts/DataComm2_Cisco.cfm
CA General Provisions	http://www.pd.dgs.ca.gov/wsca/datacom.htm
CA Participating Addendum	http://www.pd.dgs.ca.gov/wsca/datacom.htm
Ordering Address	170 West Tasman Drive San Jose, Ca 95134
Contact	Rob Cassetti, Cisco Account Team
Phone	1-925-223-3506
Email	rcassett@cisco.com
24 Hour Emergency Contact Person	See individual Fulfillment Partner information.
24 Hour Emergency Contact Phone Number	See individual Fulfillment Partner information.
Pricing (Website) Category Warranty Delivery Shipping Freight	Go to http://www.cisco.com/en/ /ordering/index.shtml Minimum Discounts: Products: 35% Smartnet Maint: 1 year - 10% 3 year pre-paid - 17% Prof. Services/AS/Training - 10%
Contractor Ownership Information	Cisco Systems Inc. is a large business enterprise.
Payment Terms	Net 45 days
FEIN	77-0059951
California Seller's Permit	Cisco Systems Inc.'s California Seller's Permit No. is SRBHA 19-718623 Agencies can verify that this permit is still valid at the following website: www.boe.ca.gov .

**WESTERN STATES CONTRACTING ALLIANCE (WSCA)
CISCO EQUIPMENT AND SERVICES
USER INSTRUCTIONS**

ATTACHMENT B

PARTNERS RANKED BY DISCOUNT PER CATEGORY

<u>Product</u>		<u>Smartnet Maint. One Year</u>		<u>Smartnet Maint. Three Years</u>		<u>Prof. Serv./AS/ Training</u>	
NEC Unified	39.5%	BEAR Data	15%	NEC Unified	22%	Insight	15%
MTM Tech.	39%	Insight	15%	BEAR Data	20.5%	BEAR Data	12%
BEAR Data	38.5%	NEC Unified	15%	Nexus IS	20.5%	Western Blue	12%
Insight	38.5%	Evolve Tech.	14%	Evolve Tech.	20%	AMS.NET	10%
Nexus IS	38.5%	Nexus IS	13.5%	Insight	20%	AT&T	10%
Quest Media	38%	AT&T	12%	AT&T	19%	Evolve Tech.	10%
AT&T	37.5%	MTM Tech.	12%	MTM Tech.	19%	CDW Gov.	10%
Evolve Tech.	37%	Western Blue	12%	Western Blue	18%	IBM	10%
AMS.NET	36.5	AMS.NET	10%	AMS.NET	17%	Metronome	10%
Metronome	36%	CDW Gov.	10%	CDW Gov.	17%	MTM Tech.	10%
Network Int.	36%	IBM	10%	IBM	17%	NEC Unified	10%
Western Blue	36%	Metronome	10%	Metronome	17%	Network Int.	10%
CDW Gov.	35%	Network Int.	10%	Network Int.	17%	Nexus IS	10%
IBM	35%	Quest Media	10%	Quest Media	17%	Quest Media	10%

**WESTERN STATES CONTRACTING ALLIANCE (WSCA)
CISCO EQUIPMENT AND SERVICES
USER INSTRUCTIONS**

ATTACHMENT C

Cisco Authorized California Fulfillment Partners

Western States Contracting Alliance (WSCA) – CALIFORNIA

The following Cisco Fulfillment Partners 1) currently qualify under Cisco's established partner selection criteria for the above-referenced Cisco WSCA Agreement, and 2) have been approved by the State of California to participate as Cisco Fulfillment Partners under that agreement:

Partner Name, Primary Business Address	Federal ID and Small Bus. No.	Partner's Customer Primary Point of Contact	P.O. Disputes
Network Integration Partners Inc. 11981 Jack Benny Drive, Suite 103 Rancho Cucamonga CA, 91739	02-0807855 Small Bus. ID 50507	Doreen Fiola Solutions Group Manager 909-919-2806 direct 909-919-7997 fax dfiola@nicpartnersinc.com	www.nicpartnersinc.com
Quest Media & Supplies, Inc. 5822 Roseville Road Sacramento, CA 95842	94-2838096	Kerri Marshall Customer Service Mgr. 916.609.8007 916.344.5907 Kerri_marshall@questsys.com	www.questsys.com
Western Blue Corporation 9745 Business Park Drive, Ste A Sacramento CA, 95827	94-2916619	Brian Gai V.P. Sales 916.804.1419 mobile 916.366.0708 office 916.366.0805 direct 1-800-660-0430 916.366.0776 fax bgai@westernblue.com	Western Blue has a 100% Satisfaction policy www.westernblue.com sales@westernblue.com
Metronome, Inc. 2154 Michelson Drive, Suite A Irvine, CA 92512	36-4492036 Small Bus. ID 17609	Myrna Santana Sales Support 714.429.0031, ext. 4234 714.429.0038 fax Myrna.santana@metronome.net	http://www.metronome.net/disputeresolution.asp
AT&T Services, Inc. 2600 Camino Ramon San Ramon, CA 94583	94-0745535	Merilynne O'Brien Sr. Contracts Manager Phone: (925) 824-9727 Fax: (925) 973-0858	Email: mo3917@att.com
BEAR Data 300 Broadway St. Suite 20 San Francisco, CA 94133	20-1819856	Don James, CEO Phone: 415-788-1501 Fax: 415-788-1511 Email: djames@bdata.com	http://www.bdata.com/terms.php

**WESTERN STATES CONTRACTING ALLIANCE (WSCA)
CISCO EQUIPMENT AND SERVICES
USER INSTRUCTIONS**

Partner Name, Primary Business Address	Federal ID and Small Bus. No.	Partner's Customer Primary Point of Contact	P.O. Disputes
CDW Government Inc. 230 N. Milwaukee Ave Vernon Hills, Illinois 60061	36-4230110	Wilson Garcia 312-705-3363 wilsgar@cdw.com	www.cdw.com
AMS.NET, Inc. 502 Commerce Way Livermore CA 94551	94-3291626	Thomas M Vasconi 925-245-6128 925-960-6628 tvasconi@ams.net	www.ams.net
NEC Unified Solutions, Inc. 6535 North State Highway 161 Irving, Texas 75039-2402	20-0665337	Jack Jaffe Director Of Enterprise Sales 310 709-5250 jjaffe@necunified.com	Disputes regarding WSCA participation payments: Email: mclark@necunified.com Disputes regarding WSCA service or performance, see Point of Contact.
Evolve Technology Group 233 Technology Way Suite 4 Rocklin, CA. 95746	94-3313377 Small Bus ID: 25850	Robert Johnson, President Phone Phone: (916) 577-2184 Fax: (916)577-1076 rjohnson@go-evolve.com	www.go-evolve.com
MTM Technologies 5060 California Ave #930 Bakersfield, CA 93309	13-3354896	Brian Jenkins Regional Director Phone:949-261-3776 Cell: 661-809-2418 Fax: 661-616-0596 bjenkins@mtm.com	http://www.mtm.com/government/index.asp
Nexus IS, Inc. 27202 W. Turnberry Lane, Ste. 100 Valencia, CA 91355	20-0549497	Thomas Lyon, VP Phone: (661) 775-2494 Fax: (661) 362-7494	Thomas.lyon@nexusis.com
IBM Corporation 2710 Gateway Oaks Drive Suite 200 Sacramento, CA 95833	13-0871985	Maria Lawrence-Kenney Phone: (916) 606-7554 Fax: (916) 641-4115	mekinney@us.ibm.com
Insight Public Sector, Inc. 6820 S. Harl Avenue Tempe, AZ 85283	36-3949000	Matt Nixon, Account Sales Representative Phone: (800) 467-4448 x5691 Fax: (480) 760-7254	matthew.nixon@insight.com